



Castle Donington College

Information for Candidates - Results, Appeals and Certificates

This document is reviewed annually to ensure compliance with current regulations

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Information for Candidates Results, Appeals and Certificates

Centre assessment grades and rank orders

Castle Donington College (CDC) has submitted (centre assessment) grades and rank orders to the relevant Exam Board in accordance with the Ofqual guidance¹ on *Awarding qualifications in summer 2020* and in line with the Exam Board instructions.

¹ <https://www.gov.uk/government/publications/awarding-qualifications-in-summer-2020>

For the reason of fairness, awarding bodies are putting these grades through a standardisation process to ensure grading standards are consistent across all centres. The rank order of candidates will not be changed but the final grades candidates receive may be different to the centre assessment grade.

Final grades

On candidate statements of results (results slips) and certificates, final grades will be reported in the same way as in previous years.

Final grades will be issued on results day in August as follows:

| Date | Qualification type |
|------------|---------------------|
| 20/08/2020 | GCSE qualifications |

Arrangements for results day

Provisional result slips will be available for collection from the College, according to the schedule, on Thursday 20th August 2020. Pupils have been advised not to arrive earlier or later than their allocated time slot. Individual emails giving these details have been sent to the pupil's personal email address in advance of Results Day. Parents and vehicles will not be permitted to enter the College site. Pupils will not enter the College building to collect their result slips. Collection points will be at the Library, H2, H3 and Staffroom fire doors. Social distancing will be maintained at all times.

A member of staff will be at the entrance gates to the College and pupils will be directed via the Science gate to their allocated collection point. They will then leave via the Children & Family Centre (SureStart) gate immediately after collection and will not remain on the College site. This will ensure a one-way system is in place.

Any pupils displaying symptoms or who have been in contact with someone with Covid-19 must not enter the College site and they are to contact examinations@cdcollege.uk

Concerns about your Results

At results time, Ofqual will be providing information for students that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to appeal. The *National Careers Service Exam Results Helpline*² offers advice each year for students who have not received the results they had hoped for. Ofqual will also make a helpline available to students and their parents or carers to talk about the appeals process and any other questions they may have about their results this summer.

Awarding bodies will also likely provide information for students about results.

If you have a concern about a grade you have been awarded, you can ask the Examinations Officer to:

- check whether an error was made when submitting your centre assessment grade and rank order to the Exam Board
- raise a complaint with the Examinations Officer if you feel you have evidence of bias or that you were discriminated against; you could also pass such evidence on to the Exam Boards who could investigate for potential malpractice
- seek any information the Exam Boards hold in relation to how your final grade was calculated

Arrangements for Appeals

The arrangements for awarding qualifications in Summer 2020 state:

Candidates can appeal their grades through CDC if they feel the process this summer was not followed correctly in their case. Relevant forms are available on the College website or by contacting examinations@cdcollege.uk

A candidate **can**:

- ask CDC to appeal on their behalf to an Exams Board if there is evidence that leads a candidate to believe:
 - CDC made an error when submitting a centre assessment grade or rank order information
 - an Exam Board made a mistake when calculating, assigning or communicating a grade
- appeal against CDC's decision
 - not to seek any information the Exam Board holds that would be needed for an appeal; and/or
 - not to appeal to the Exam Board

A candidate **cannot**:

- appeal against their centre assessment grades and position in the rank order
- appeal in respect of the process or procedure used by CDC in calculating their centre assessment grades and position in the rank order
- appeal directly in any respect to the Exam Board

Certificates

Certificates, when received from the Exam Board, will be issued to candidates from Monday 30th November 2020 and can be collected from Reception between the hours of 9:00am and 3:00pm. You will need to provide identification on collection.

If you are unable to collect certificates in this way, certificates can be sent to your home address. You will need to provide a stamped addressed envelope and confirm that you take full responsibility in case of loss of your certificates during the postal process and in case any details on your certificates are incorrect.

Certificates may also be collected by a representative on your behalf. However, you will need to complete and sign the relevant section on the blue Certificate Collection Information for Candidates form.

Internal Appeals Procedure

CDC will:

- appeal to an Exam Board on a candidate's behalf if it believes CDC made an error when submitting a centre assessment grade or rank order information or if it believes an Exam Board made a mistake when calculating, assigning or communicating a grade
- ask the candidate to provide written informed consent (informed consent via candidate email is acceptable) before an appeal is submitted to the Exam Board as the appeal could result in the final grade being lower than, higher than, or the same as the grade which was originally awarded
- only collect consent after the publication of results.
- where relevant, advise an affected candidate to inform any Post-16 provider that an appeal has been submitted to an Exam Board

CDC will not:

- seek any information the Exam Board holds that would be needed for an appeal if it does not believe an Exam Board made a mistake when calculating, assigning or communicating a grade
- appeal to an Exam Board on a candidate's behalf if it does not believe the College itself made an error when submitting a centre assessment grade or rank order information or if it does not believe an Exam Board made a mistake when calculating, assigning or communicating a grade

An internal appeal may be submitted to the College where a candidate (or his/her parent/carer) believes there are grounds to appeal against CDC's decision:

- not to seek any information the Exam Board holds that would be needed for an appeal
- not to appeal to the Exam Board

An internal appeal should be submitted by:

- completing and submitting an **Internal Appeals form** to the College by 3:00pm on Thursday 10th September 2020. This form is available on the College website.

The candidate will be informed of the outcome of the internal appeal as soon as a decision has been made and in sufficient time for the centre to take any appropriate action where the internal appeal may be upheld.

If the internal appeal is upheld by the College:

- CDC will request information the Exam Board holds that would be needed for an appeal within the time period set by the Exam Board
- Where applicable, CDC will submit an appeal on the candidate's behalf to meet the Exam Board's deadline for appeals
- Appeal fees may be charged

Reference publications

Ofqual

[Awarding qualifications in summer 2020](#)

[Decisions on exceptional arrangements for assessment and grading in 2020](#) GCSEs, AS, A levels, Extended Project Qualifications and the Advanced Extension Award in maths

[Decisions on exceptional arrangements for assessment and grading in 2020](#) Vocational, technical and other general qualifications

[Extraordinary regulatory framework: General Qualifications, COVID-19 Conditions and Requirements](#)

[Extraordinary regulatory framework: VTQ, Covid-19 Conditions and Requirements](#)

Information for Centre Results and Appeals

Centre assessment grades and rank orders

Castle Donington College (CDC)

- will not divulge provisional (centre assessment) grades, nor rank orders, with candidates or parents/carers before the issue of results
- understands that any inappropriate disclosure of centre assessment grades and rank order information before the issue of results will be investigated by Exam Boards as potential malpractice
- CDC will produce a flow chart to demonstrate the process used to allocate centre assessment grades and ranks (provided at the end of this document)

Final grades

CDC will:

- issue results in accordance with the centre's *Information for Candidates - Results, Appeals and Certificates* document
- signpost candidates (and parents/carers) to information provided by key stakeholders at the time final grades are issued to support their understanding of the grades awarded

Arrangements for results day

CDC will:

- organise the results day and inform candidates of the arrangements in place for the collection of/access to their results. Details have been emailed in advance of Results Day to pupil's personal email address held by the College
- ensure senior members of CDC staff are contactable for candidates with whom a result may be discussed
- prepare information for candidates showing their options if they have concerns about their results
- signpost candidates to relevant Ofqual and/or Exam Board information that sets out how their grades were calculated this year and the options available if they believe their result was not properly produced, including access to appeal

Arrangements for appeals

CDC will:

- follow information provided by Exam Boards to determine the grounds on which an appeal can be made on behalf of a candidate, or candidates
- make candidates aware of the arrangements in place for appeals prior to the issue of results by documentation on the College website and provided in a pack on results day
- seek any information the Exam Board holds in relation to how final grades were calculated if there is a concern about any results
- submit an appeal to the Exam Board on behalf of a candidate or candidates where it is believed:
 - CDC itself made an error when submitting centre assessment grade or rank order information to the Exam Board and has supporting evidence that confirms an error was made (and will submit its supporting evidence at the earliest stage and explain why data which the Head of Centre declared to be accurate is now considered incorrect)

- the Exam Board made a mistake in the operation of the standardisation model where the wrong data was used to calculate results
- the Exam Board made an administrative error in the issuing of results
- collect consent from a candidate before any appeal is submitted to the Exam Board.

Internal appeals procedure

CDC will provide a process for a candidate to appeal against any decision the College may make:

- not to seek from the Exam Board any information the Exam Board holds that would be needed for an appeal; and/or
- not to appeal to the Exam Board

How centre assessment grades and rank orders were determined

To respond to any queries, challenges or internal appeals from a candidate (or their parent/carer) CDC will provide a flow chart detailing the processes used to calculate centre assessed grades and ranks (see document provided below)

Reference publications

Ofqual

[Awarding qualifications in summer 2020](#)

[Decisions on exceptional arrangements for assessment and grading in 2020](#) GCSEs, AS, A levels, Extended Project Qualifications and the Advanced Extension Award in maths

[Decisions on exceptional arrangements for assessment and grading in 2020](#) Vocational, technical and other general qualifications

[Extraordinary regulatory framework: General Qualifications, COVID-19 Conditions and Requirements](#)

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Process for Grading and Ranking Candidates Castle Donington College

Grades and rankings received from subject teachers
Teachers required to refer to ongoing teacher assessments, prior assessment, mock exam results, and NEA assessment

Cross referenced with previous subject progress data from the academic year and intervention plans for individuals by SLT



Heads of Departments validate data for their subject staff and questioned by SLT on accuracy of data and evidence of data



SLT check data against last year's results for CDC and 3 year trends nationally using FFT checking procedures and check for any anomalies with grades forecast



All data reviewed by Vice Principal and Principal (Head of Centre)
All data reviewed by SLT



Data prepared for submission to exam